

JOB DESCRIPTION

Job Title: Consultant
Location: Windsor, UK

Company

M Introductions is an established headhunter within the Financial Services industry. Operating across the United Kingdom, Europe and North America, we are focused on the identification and selection of experienced personnel, whilst providing tailored recruitment, retained search and DEI consultancy services.

Having decades of experience working with and within the companies of this industry, whilst combining our backgrounds in recruitment, executive search and departmental leadership, we are uniquely positioned to offer a first-hand, consultative service for prospective employers and employees.

We treat our employees as we treat our business in that we focus on quality over quantity. This means we ensure our staff are paid above industry standard basic salaries, we invest in the best equipment, we work in stunning offices and we celebrate with the highest calibre of hospitality. As a small business our employees are individually cared for and supported in all aspects of their professional and personal life... we are growing a multi-million turnover business and want equally invested people to join us on this exciting and highly prosperous journey.

Overview

We intend to hire an articulate and driven salesperson who will take ownership of proactively sourcing experienced, passive candidates on behalf of an established yet growing client base. This position will require an immense level of focus, drive and sales acumen and will not involve the need for any new business development activity.

Duties

- Taking detailed job specifications from account managers and clients whilst ensuring all required information is attained in-order to perform an effective search.
- Working closely with account managers to ensure client's assignments are fulfilled in a consultative, professional and timely manner.
- Planning strategic searches in-order to map, identify and record relevant companies and professionals to the network of clients you will be working on behalf of.
- Proactively approaching 'passive' candidates through creative mediums, building rapport with them whilst understanding their career objectives, before presenting appropriate opportunities to them.
- Scheduling interviews for candidates whilst ensuring comprehensive and consultative preparation and de-briefing is recorded.
- Negotiating job offers to secure the most mutually beneficial arrangement for both the client and candidate.
- Administrative up-keep of candidates' personal information and notes on the company CRM system to ensure compliant data protection.

Requirements

The Person:

- Detailed-oriented and well organised
- Must be excited by and invest in the vision of a growing business
- A driven and focused sales mindset
- Career focussed individual
- Willing and able to work flexibly to suit business requirements
- Must be able to act with integrity and discretion.

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The Skill Set:

- Must have exceptional written and verbal communication skills
- The ability to sell and advise in a consultative and confident manner

The Experience:

- 3+ months previous recruitment experience in any sector

Benefits

Financial:

- Market-leading starting salary
- Uncapped, individual commission scheme paid monthly (with no thresholds)
- 25 days' paid holiday, plus bank holidays (rising 1 day per annum up to 30 days max)
- Company Pension Scheme (matched up to 6%)
- Personalised incentives & rewards
- Season ticket loan

Career:

- Clearly defined career path within a growing organisation
- Meritocratic progression to senior management
- Ability to move between positions as the company grows

Equipment:

- Apple Macbook
- Apple iPhone
- Apple AirPods

Environment:

- Office hours are 9am – 5pm, Monday - Friday
- Supportive and invested management
- Meritocratic working environment
- Regular company social events
- Smart, professional dress-code
- Complimentary office refreshments
- Small and tightly knit team of highly driven individuals
- High specification office in central Windsor (2mins from Windsor Castle)

To Apply

Please send your CV and a cover letter explaining what interests you about the opportunity along with any information you feel will help us get to know you.

Email: enquiries@m-introductions.com

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